



Foreign Affairs Manual

2 FAM – General

Change Transmittal: GEN-370

Date: May 19, 2010

2 FAM 020 MANAGEMENT CONTROLS

Changes

1. Changes to **2 FAM 020** include:
 - **2 FAM 022.5 Senior Assessment Team (SAT):** The SAT is responsible for providing the status of material weaknesses and significant deficiencies in the internal controls over financial reporting and for making recommendations to the Management Control Steering Committee (MCSC) concerning the annual assurance regarding internal controls over financial reporting.
 - **2 FAM 022.8 Management Control Coordinators:** Subparagraph d states that the chief of mission (COM) designates a post management control coordinator at each embassy and also to international organizations or consulates general (where the COM heads the consulate general) and submits the name, title, address, and telephone number of this coordinator to the cognizant bureau or office management control.
2. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic will be removed the next time the material is updated. Only current changes appear in italic, which provides an historical record of changes.
3. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Instructions for Paper Copies

1. Remove and discard old subchapter 2 FAM 020 (CT:GEN-358, 06-11-2009; 20 pages) and replace it with revised subchapter 2 FAM 020 (18 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:GEN-370 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(RM/DCFO/MC)